

Recruitment/Placement

Objective:

This seminar discusses how HR specialists advise managers on developing KSA's and measurable crediting plans. How to conduct effective job analysis, and develop recruitment plans by building partnerships between HR and selecting officials are also covered.

Agenda:

- Essential steps for building a recruitment plan and developing a recruitment strategy
- Conducting a job analysis and developing major duty statements
- Definition of Knowledge, Skills, and Abilities (KSAs)
- Identification and classification of required KSAs
- Identification of selective placement factors
- Developing a measurable crediting plan

Who Should Attend:

Human resources management specialists who provide guidance or assistance to others related to recruitment and staffing.

Length and Class Size:

This seminar is designed to be conducted as a 3 hour seminar.